

Module 4

Chapter 1

Building an Applicant

Chapter Overview

Introduction

To process an appointment action in the DCPDS, you must first enter the person as an applicant. You can do this one of two ways:

1. If Resumix is used for the recruitment and selection process, information about the applicant will automatically flow from Resumix.
 2. If Resumix is not used, you enter the applicant data through the process explained below (referred to as “building” an applicant because this is how you start building a person’s record in the DCPDS).
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Chapter Overview, Continued

Before You Begin

The system requires a one-day interim period between the date an applicant is entered and the date the person can be assigned to a position:

- Day 1: Build applicant (enter applicant data) and change the applicant's status to "Accepted."
- Day 2: Appoint the applicant.

u **Example:** To appoint an applicant to a position effective August 19, a prior date of at least one day must be used for entering the applicant (e.g., 18 August or earlier).

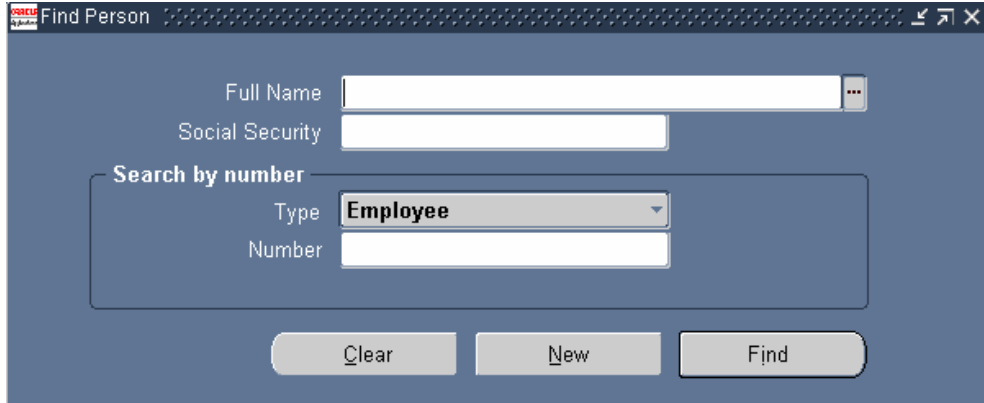
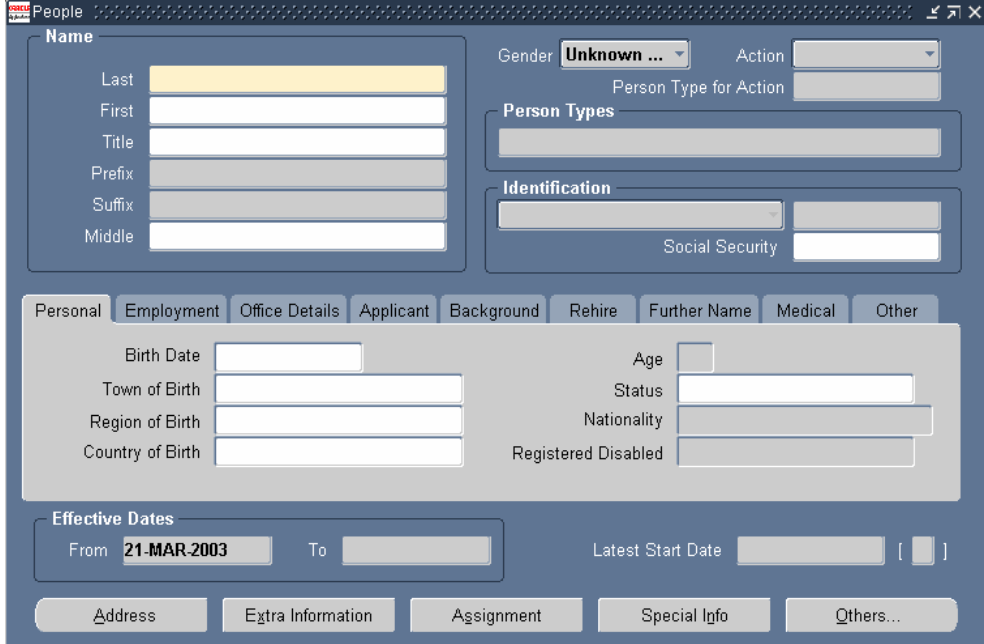
How to work around: Use the DateTrack feature to work around this business rule, and thereby input and appoint the applicant all in the same workday. Using DateTrack, you:

- Alter the effective date back at least one day to "enter" or build the applicant and,
 - Then, change the applicant's status to "Accepted."
 - Reset the effective date to the current date to "appoint" the applicant.
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Building an Applicant

Building an Applicant



The following procedures describe how to build an applicant. Only the required data fields are described.

Step	Action
1	<p>Navigation Path People Enter and Maintain <Open>. The Find Person window opens. Click the <New> button.</p> 
2	<p>The People window is revealed:</p> 

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Building an Applicant, Continued


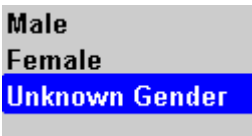

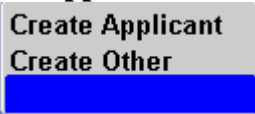
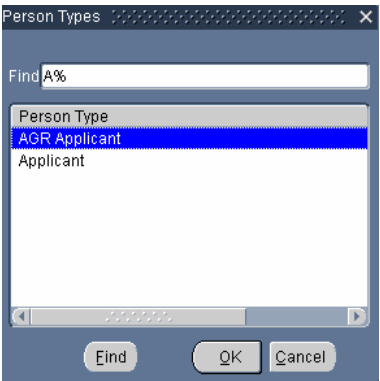
Building an Applicant (continued)

Step	Action								
3	<p>If you plan to appoint the applicant within the next two days, you will need to alter the effective date in the system to meet the business rules described in the introduction. To do this:</p> <ul style="list-style-type: none"> Click the Alter Effective Date  button on the Toolbar. Alter the Effective Date so that it is at least one day prior to the date you wish to appoint the applicant. <ul style="list-style-type: none"> Type over the highlighted data in the <i>Effective Date</i> data field (which displays the current date). Use the format: DD-MMM-YYYY. Then click <OK> <p>The altered effective date displays on the Title Bar of the People Window.</p>								
4	<p>Your cursor will be in the <i>LAST</i> data field of the <i>NAME</i> Region. Enter the applicant data, as described below.</p> <p> Caution: Press [Tab] each time you want to navigate to the next data field. Do not use [Enter].</p> <table> <tr> <th>Data Field</th><th>Action</th></tr> <tr> <td>Last</td><td> <ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) Press [Tab]. </td></tr> <tr> <td>First</td><td> <ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] 2 times to place your cursor in the <i>Middle</i> data field. </td></tr> <tr> <td>Middle</td><td> <ul style="list-style-type: none"> Type in a middle name or initial. Press [Tab]. </td></tr> </table>	Data Field	Action	Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) Press [Tab]. 	First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] 2 times to place your cursor in the <i>Middle</i> data field. 	Middle	<ul style="list-style-type: none"> Type in a middle name or initial. Press [Tab].
Data Field	Action								
Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) Press [Tab]. 								
First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] 2 times to place your cursor in the <i>Middle</i> data field. 								
Middle	<ul style="list-style-type: none"> Type in a middle name or initial. Press [Tab]. 								

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Building an Applicant, Continued


Building an Applicant (continued)

Step 4 (cont)	Action	
	Data Field	Action
	Gender	<ul style="list-style-type: none"> Click the LOV  icon to select <i>Male</i> or <i>Female</i>.  <p>Press [Tab] or click in the Action data field.</p>
	Action	<ul style="list-style-type: none"> Click the LOV icon . Select Create Applicant from the LOV. 
	Person Type for Action	<ul style="list-style-type: none"> After selecting Create Applicant in the previous field a Person Type window will appear Select a Type  <ul style="list-style-type: none"> Click the <OK> button

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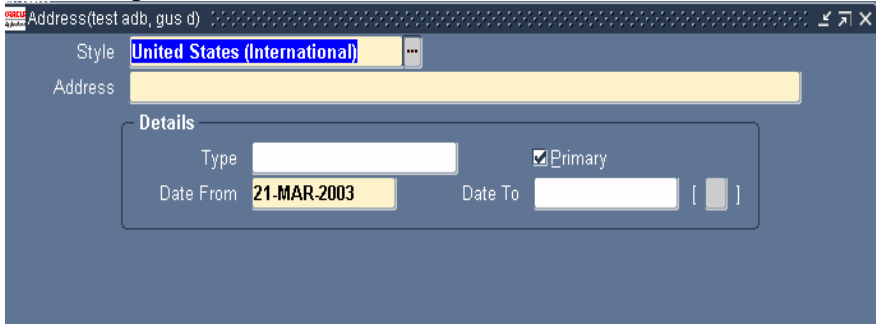
Building an Applicant, Continued

Building an Applicant (continued)

Step	Action	
4 (cont)	Data Field	Action
	Social Security Number	<ul style="list-style-type: none"> Type in the applicant's SSN. <ul style="list-style-type: none"> Use the format NNN-NN-NNNN (you must type the dashes). Press [Tab].
	Birth Date	<ul style="list-style-type: none"> Type in the applicant's birth date, using the format: DD-MMM-YYYY. Press [Tab].
	Person Types	<ul style="list-style-type: none"> No action
	Identification	<ul style="list-style-type: none"> No action – automatically populated
Step	Action	
5	<p>Save your action.</p> <p>The Message Line will indicate <i>“Working...”</i> followed by <i>“Transaction complete: 1 Records applied and saved.”</i></p>  <p>Note: The system calculates the applicant's age and populates an Applicant Number in the <i>Applicant</i> data field.</p>	

Building an Address

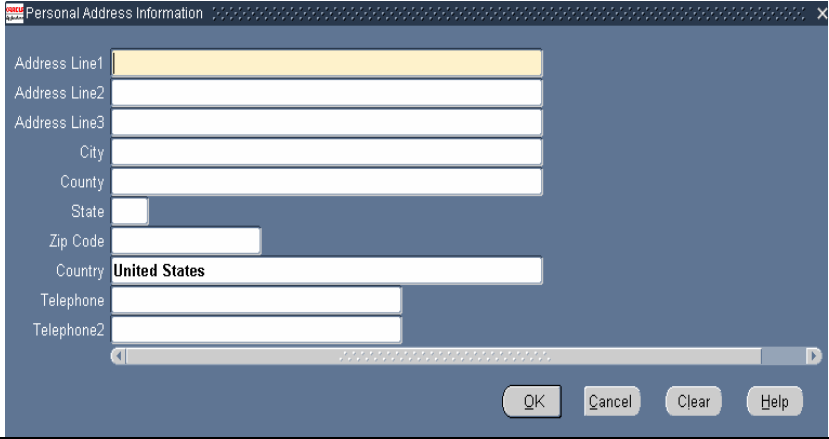
It is optional to enter an applicant's address when building an applicant. Component business rules will determine if it is required.

Step	Action
6	<p>In the People window, click the <Address> button. The Address window opens:</p> 

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Building an Applicant, Continued

Building an Address (continued)

Step	Action
6-b	<p>Enter the Address Information into Line 1. Press [Tab] to the City field. Enter the City data field and press [Tab] or click to the State data field. Enter the State or click the LOV icon to select the state from the list. Enter the Zip Code. Click the <OK> button.</p> 
7	<p>The system automatically fills an “check” in the box to indicate this is a primary residence. <input checked="" type="checkbox"/> Primary. Save your work and close the window.</p>

Accepting the Applicant

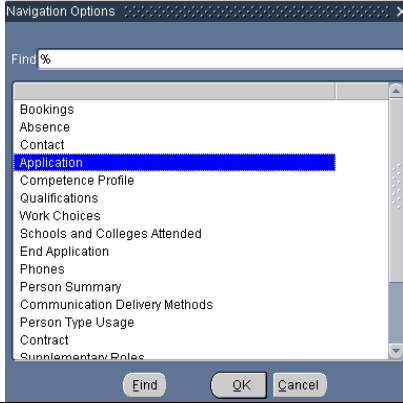
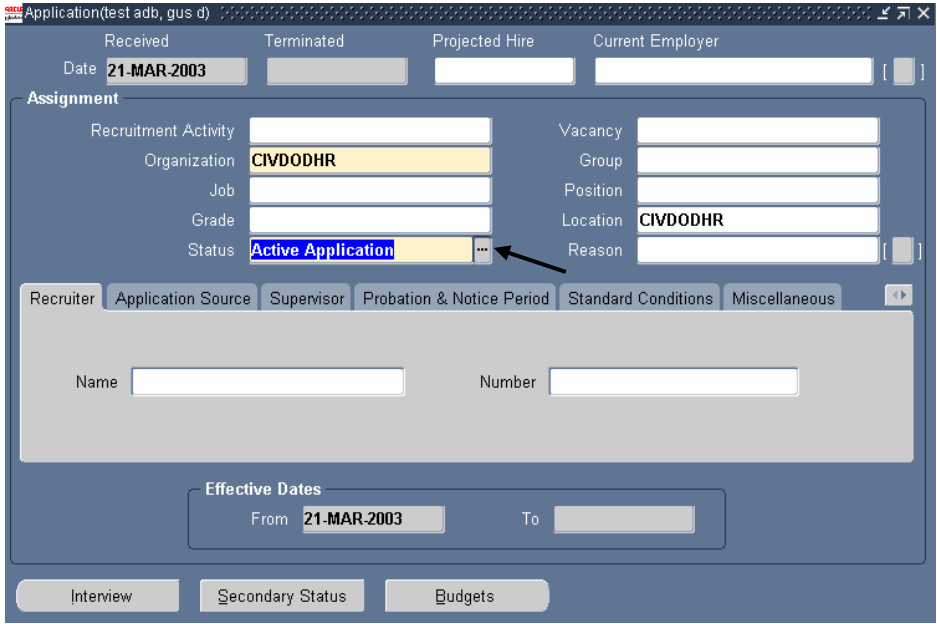
You are now ready to “Accept” the applicant.

Step	Action
8	Click the <Others> <input type="button" value="Others..."/> button.

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Building an Applicant, Continued

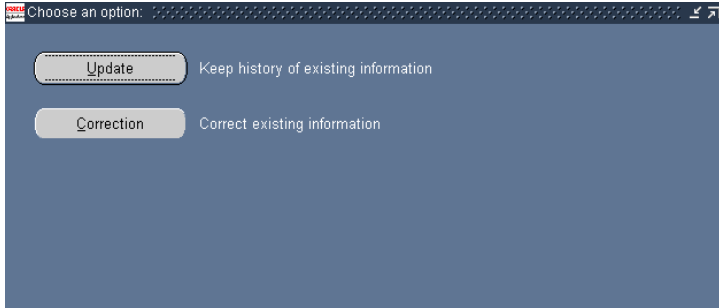


Accepting the Applicant (continued)

Step	Action
9	<p>The Navigations Options window opens. Select “Application” from the list then click the <OK> button.</p> 
10	<p>The Application window opens with the applicant’s name in the Title Bar.</p>  <p>In Status data field click the LOV icon and select “Accepted” from the list, then click the <OK> button.</p> <p>Note: The Received Date data field populates.</p>

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Building an Applicant, Continued

Accepting the Applicant (continued)

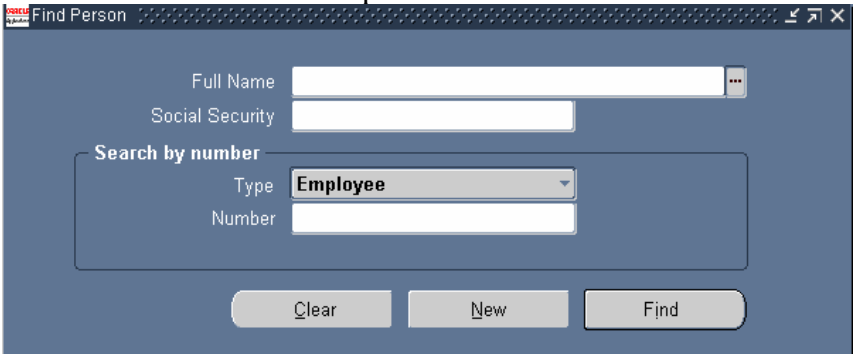
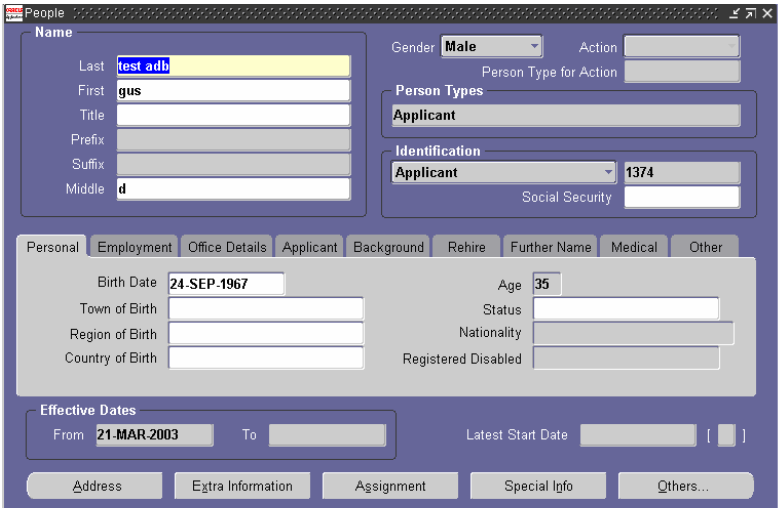
Step	Action
11	<p>The Status data field now displays “Accepted” and an Option window opens, asking <Update> (to keep the history of existing information) or <Correction> (to correct existing information).</p>  <p>Click the <Correction> button.</p>
12	<p>Click Save icon. The From date in the Effective Dates Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant) if the applicant is not “Accepted” on the same date the applicant is built.</p>
13	<p>Close the Application window by clicking the  in the upper right corner.</p>
14	<p>In the People window reset the effective date by clicking  Alter Effective Date icon, when the date window opens Click the<RESET>. Button this sets the effective date to the current date, so the applicant is ready to be assigned. Click the <OK> button.</p>
15	<p>The applicant is ready to be assigned to a position via the RPA. Close the window and process the appointment action.</p>

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Deleting or Purging an Accepted Applicant

Deleting or Purging an Applicant

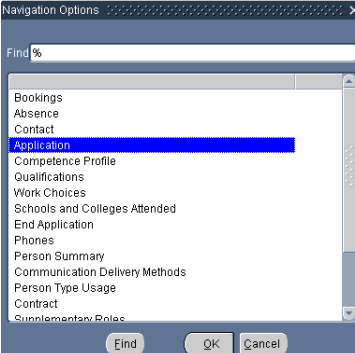
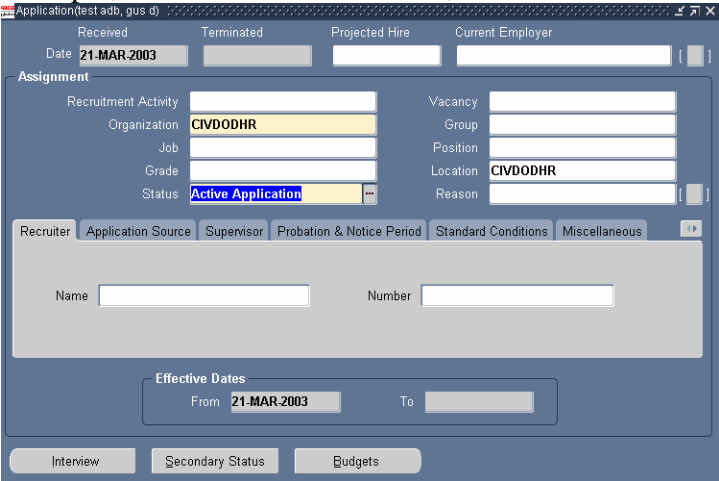

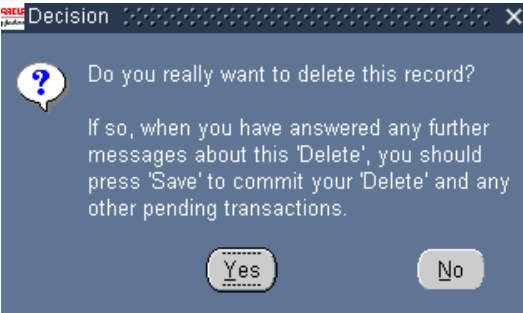
You can delete an “accepted” applicant using DateTrack or you can completely remove or "purge" an applicant from the database.

Step	Action
1	<p>Navigation Path People Enter and Maintain <Open>. The Find Person window opens.</p>  <p>Query for the applicant by entering his or her name in Full Name data field and Click the <Find> button.</p>
2	<p>The People window opens with the applicant data.</p>  <p>Click the <Others> button.</p>

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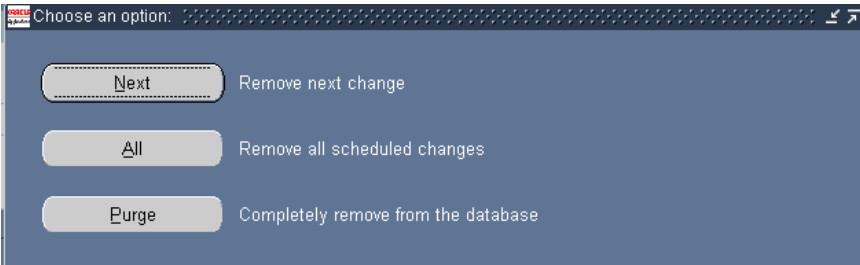
Deleting or Purging an Accepted Applicant, Continued

Deleting or Purging an Applicant (continued)

Step	Action
3	<p>The Navigations Options window opens. Select <i>Application</i> from the list then click the <OK> button.</p> 
4	<p>The Application window opens with the applicant's name in the Title Bar. Alter Effective Date to the day <u>before</u> this date. For example, if the date is 02-Jul-2000, DateTrack to 30-Jun-2000.</p> 
5	<p>Click the Delete Record  on the Toolbar.</p>
6	<p>A decision box appears asking if you are sure you want to delete this record. Click the <Yes> button.</p> 

Deleting or Purging an Accepted Applicant, Continued

Deleting or Purging an Applicant (continued)

Step	Action		
7	<p>A decision appears, asking if you want:</p> <p><Next> - remove the next change, or</p> <p><All> - remove all scheduled changes, or</p> <p><Purge> - completely remove from the database.</p> 		
	To Remove Acceptance of the Applicant.		To Purge the Applicant Record.
	1. Click <Next>. This will remove acceptance of the applicant.		1. Click <Purge>. This will remove the applicant from the database.
	2. Click Save .		
	3. Reset the DateTrack date.		
	4. Close the Application Window . The People Window displays.		
	5. Click the Delete Record button on the Toolbar.		
	6. A Dialog Box displays, asking if you are sure you want to delete the record. Click <Yes>.		
	7. Click Save .		